Appendix D - Edit/Comment Codes and Edit Descriptions

Batch Edit/Reject Codes

Edit Code	Message	What it Means	How to Fix It	Type
201	Missing Grant Batch Header	Occurs when there is no Grant Batch header or when the header does not match the trailer.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
202	Missing Grant Batch Trailer	Occurs when there is no Grant Batch trailer, the header does not match the trailer or most commonly "GRANT TRL" has TLR" in error.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. Verify "TLR" is spelled correctly. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

203	Duplicate Grant Batch Header	Occurs when the batch number has been used before either with the same batch or a different batch.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. EDExpress: First verify that you have not sent in a duplicate batch by opening a student record with this batch ID. If the batch is NOT acknowledged, regenerate the batch and export again.	E
204	Reserved for future use			
205	Reserved for future use			
206	Data Record Length must be numeric	Occurs when the record length in the Grant Batch Header and Trailer is missing or has a non-numeric figure.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct record length. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
207	Reported Number of Records must be numeric	Occurs when the Reported number of records in the Grant Batch Trailer is missing or has a non-numeric figure.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct number of records. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
208	Reported Total of Batch must be numeric	Occurs when the dollar Total of Batch is either missing or has a non-numeric figure.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a new Reported Total of Batch in the Grant Batch Trailer. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
209	Invalid Batch Number	Occurs when the batch number is missing, not the proper length or not properly formatted.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
210	Year must be numeric	Year is missing or non-numeric.	RFMS: Correct the Award Year and resubmit the batch with a new batch number in the Grant Batch Header and Trailer. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
211	Pell ID must be numeric	Pell ID is missing or non-numeric.	**RFMS:** Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Header and Trailer. **EDExpress:** Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
212	Pell ID invalid or not found	If Pell ID is incorrect or missing, the batch can not be returned to the school.	**RFMS:** Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Header and Trailer. **EDExpress:** First verify you have created your student records using the correct Reporting/Attended campus codes. If yes, regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
213	Creation date must be numeric	Date is missing or non-numeric.	**RFMS:** Correct the date and resubmit the batch with a new batch number in the Grant Batch Header and Trailer. **EDExpress** Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
214	Creation time must be numeric	Time is missing or non-numeric.	RFMS: Correct the time and resubmit the batch with a new batch number in the Grant Batch Header and Trailer. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
215	Type Invalid	Record type is invalid or missing.	RFMS: Correct the record type and resubmit the batch with a new batch number in the Grant Batch Header and Trailer. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
216	Grantee DUNS does not match the Institutions Reporting Pell ID in Batch Number	Occurs when the DUNS number is incorrect or does not match the number on file.	RFMS: Warning message –no correction necessary (in Award Year 2000-2001). EDExpress: Not applicable.	W
217	Discrepancy between different records with identical batch number	The Grant Batch header detail information does not match the Grant Batch Trailer detail information for a batch.	RFMS: Review Grant Batch Header and Trailer and correct any discrepancies. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
218	Reported Number of Records does not equal count of detail records	Occurs when the number count reported does not match the actual total of records.	RFMS: Warning message – no correction necessary. EDExpress: Contact CPS Customer Service	W
219	Total of Batch does not equal computed total of detail record amounts	Occurs when the reported total of batch does not match the actual total of batch.	RFMS: Warning message – no correction necessary. EDExpress: Contact CPS Customer Service	W
220	Reported Sign Indicator must be a valid indicator	Positive or negative (P or N) indicator must be present.	RFMS: Warning message, correction applied – no further action necessary. EDExpress: Contact CPS Customer Service	W
221	Reporting Campus Pell Institution ID is a branch Campus	Pell ID number in Grant Batch Header is a branch campus.	RFMS: Change the branch campus Pell ID to the Reporting Campus Pell ID number. If there is no other campus ID number, contact the Pell Grant Hotline. EDExpress: Verify records were created under the correct Reporting/Attended Campus codes. If not, delete records and recreate them under the correct codes. If they ARE under the correct codes, regenerate the batch and export again.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
222	Institution is currently ineligible upon receipt of batch at RFMS	Pell ID in Grant Batch Header is ineligible.	RFMS: Warning message, contact Pell Grant Hotline. EDExpress: Verify the correct Reporting/Attended campus IDs are defined in setup. If they ARE, then contact Pell Grant Hotline.	W
223	Reserved for future use			
224	Invalid Message Class	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class. EDExpress: Regenerate the batch and export again.	E
225	Data Record Length is not valid for Message Class	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class. EDExpress: Regenerate the batch and export again.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
226	Batch type code in Batch Number must equal record type for message class	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class. EDExpress: Regenerate the batch and export again.	E
227	Batch Create Date is greater than current system date	Occurs when a future date is entered in the batch number or the date on the PC the batch was created on, has a future date.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a corrected date. Verify the date on your PC is current and correct. EDExpress: If the date on your PC is current and correct, regenerate the batch and export again.	E
228	Batch Number indicates you have included a batch with data from a different Award Year	Occurs when the Award year in the batch number is incorrect.	RFMS: Verify the batch was created with software for Award Year 2000-2001 or if wrong award year was entered in error. Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a corrected award year. EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
229	Batch submitted prior to system start-up date	Occurs when batch is submitted prior to official start-up date.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer after the system start-up date. EDExpress: On or after the system start-up date, regenerate the batch and export again.	E
230	Disbursements submitted prior to award year start date	Occurs when disbursement batch is submitted too early.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer after Disbursement Start-up date. EDExpress: On or after the disbursement start-up date, regenerate the batch and export again.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
231	Reporting Institution is not eligible to send normal Disbursements	Occurs when a school on Reimbursement sends a normal disbursement batch instead of a Special Disbursement batch.	**RFMS:** Resubmit the disbursement batch as a Special Disbursement batch with a new batch number in the Grant Batch Header and Trailer and a corrected date. **EDExpress:** Verify in your Institutional setup you have your Institutional Disbursement Option set to Reimbursement (3). Then on the disbursement tab, add the additional information required for special disbursements under the Payment Period Info Special Info button. Once entered, export your updated disbursements using the Special Disbursement Export type (PGSP) option.	E
232	No detail records in Batch	Batch had only a Grant Batch Header and Grant Batch Trailer with no data records.	**RFMS:** Resubmit the batch detail records and with a new batch number in the Grant Batch Header and Trailer and a corrected date. **EDExpress:** Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
233	Invalid Destination Mailbox ID	TG number is invalid.	Contact TIVWAN.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
234	Institution does not have an agreement with TIVWAN	Occurs when the school is not set up Pell with TIVWAN.	Contact TIVWAN.	E
235	Blank Output Media Type. Set to Media Type that was received.	Occurs when there is nothing in Media Type, the default is same media type that was received.	Waning Message - no action necessary.	W
236	Trailer Message Class does not match the Header	Occurs when the TIVWAN Transmission Header message class does not match the TIVWAN Transmission Trailer message class.	Resubmit the batch with a corrected message class in the TIVWAN Transmission header and trailer and a new batch number in the Grant Batch Header and Trailer.	E
237	Trailer Batch Number does not match the Header	Occurs when the TIVWAN Transmission Header and TIVWAN Transmission Trailer Batch numbers do not match.	Resubmit the batch with a corrected batch number in the TIVWAN Transmission header and trailer and the Grant Batch Header and Trailer.	E
238	Trailer Destination Mailbox ID does not match the Header	Occurs when the TIVWAN Transmission Header Destination Mailbox ID does not match the TIVWAN Transmission Trailer Destination mailbox ID.	Resubmit the batch with a new batch number in the TIVWAN transmission Header and Trailer after Disbursement Start-up date.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
239	Institution is not using the latest release of EDExpress	Occurs when the version of EDExpress used is not the most current version.	RFMS: Warning message- no further action is necessary. EDExpress: Verify you are using the latest version of EDExpress by clicking on Help/About EDExpress for Windows. If you are not in the latest version, complete your installations following the procedures outlined in your installation guide. Subsequent batches submitted to RFMS should no longer receive this type of warning.	W

Origination

Edit Code	Message	What it Means	How to Fix It	Type
301	Invalid Origination ID	Occurs when the origination ID is incomplete, invalid or missing.	RFMS: Resubmit the record with a corrected origination ID. Verify that the Origination ID includes the SSN, Name Code, Award Year (2001), Attending Pell ID and ends with 00. EDExpress: Verify the record is created under the correct Origination ID. If not, delete record and recreate using the correct Reporting/Attended campus ID. Export new record and transmit to RFMS.	E
302	Duplicate Origination	Occurs when the origination record is sent to RFMS more than once with no change in the record.	No action is necessary. Note: EDExpress will set rejected duplicates back to an Accepted status when importing the acknowledgement file.	E
303	Invalid Original SSN or Name Code resulting in RFMS being unable to match with the Applicant record	Applicant not on Eligible Applicant file. Occurs when the SSN can't be found on the applicant file, usually codes 311 and 312 are also reported at the same time. Will also occur if Name Code is invalid or missing and SSN is correct and on applicant file.	Verify that the SSN and Name Code are correct; verify that the student is Pell eligible; and verify that the student has not indicated they have a graduate degree. Correct the record and resubmit if the student is eligible.	E

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
304	Attending and Reporting/Funded campus mismatch or Origination Identifier Pell ID mismatch with Attending Campus Pell ID	Occurs when the Pell reporting campus in the Grant Batch header record has no relationship with the Attending campus in the student origination record. If the Pell reporting campus ID in the Grant Batch Header is different than the Pell Attending campus ID in the student origination ID than RFMS checks that there is a relationship in the RFMS database between the two campuses. If there is not, the record is rejected.	RFMS: Resubmit the student origination record with the correct Pell reporting campus. ID in the Grant Batch Header. EDExpress: Verify the record is created under the correct Origination ID. If not, delete record and recreate using the correct Reporting/Attended campus ID. Export new record and transmit to RFMS.	E
305	Invalid Award Amount / Correction Applied	Occurs when RFMS corrects the calculation for the origination award amount. RFMS calculates the award amount based on the student's EFC, COA, Attendance, and the School's Payment Methodology and Academic Calendar.	Verify that the student's EFC, COA, Attendance, and the School's Payment Methodology and Academic Calendar are correct and resubmit. If no new origination record is submitted, the accepted award amount will remain the amount that RFMS calculated.	W
306	Invalid Disbursement Date / Correction Applied	Occurs when the estimated disbursement date is out of range and RFMS corrects the date.	Warning Message - correction applied, no action necessary.	W
307	Invalid Enrollment Date / Correction Applied	Occurs when the Enrollment date is out of range or missing and RFMS corrects the date to the date the batch is processed.	Warning Message - correction applied, no action necessary.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
308	Invalid low tuition & fees code / Correction Applied	Occurs when a school indicates that they qualify for low tuition but conflicting information (such as EFC and COA information) indicates they are not eligible.	Warning Message - correction applied, no action necessary. If the School truly is a low Tuition school, the Origination record must be resubmitted with corrected EFC and COA information.	W
309	Invalid Verification Code/ Correction Applied	Occurs when the Verification Code has been corrected by RFMS. This occurs when a code other than A, C, N, R, S, T, or W has been submitted, or when W was sent and the student was not selected or when N is sent and the student was selected. Also occurs when R is sent with transaction 01.	The student record must be resubmitted with a new verification code if RFMS corrected the verification code to W. If the Verification Code was corrected to N, no further action is necessary.	W
310	Invalid Incarcerated Federal Pell Recipient code / Correction Applied	Occurs when the incarcerated Pell recipient code has been corrected because something other than Y, N or blank was submitted.	Warning message - correction applied, no further action is necessary.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
311	Invalid Transaction Number	Occurs when the Transaction number and EFC do not match, an incorrect or invalid transaction number is provided or when the SSN number is not on the applicant file. Often sent with 303 and 312.	RFMS: Verify that the transaction number, EFC, SSN and Name code are correct and that the student is Pell eligible. Correct and resubmit the origination record. EDExpress: Verify the record is created under the correct Origination ID using a valid ISIR. If not, delete record and recreate using the correct Reporting/Attended campus ID as well as the correct transaction number, EFC and Name ID. Export new record and transmit to RFMS.	E
312	Invalid Expected Family Contribution	Occurs when the EFC does not match the Transaction number, an incorrect or invalid EFC is provided, or when the SSN is not on the applicant file. Often sent with 303 and 311.	RFMS: Verify that the transaction number, EFC, SSN and Name code are correct and that the student is Pell eligible. Correct and resubmit the origination record. EDExpress: Verify the record is created under the correct Origination ID using a valid ISIR. If not, delete record and recreate using the correct Reporting/Attended campus ID as well as the correct transaction number, EFC and Name ID. Export new record and transmit to RFMS.	E

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
313	Invalid Secondary Expected Family Contribution / Correction Applied	Occurs when something other than O, S, or Blank has been submitted and RFMS corrects the record.	Warning message - correction applied, no further action is necessary.	W
314	Invalid Academic Calendar / Correction Applied	Occurs when the academic calendar is invalid (not 1-6) or missing and RFMS corrects.	Verify that the corrected Academic Calendar is correct. If it is correct, no further action is necessary. If the Academic calendar is incorrect, resubmit the origination record with the correct Academic Calendar and make sure the Payment Methodology matches the Academic Calendar.	W
315	Invalid Payment Methodology / Correction Applied	Occurs when the Payment Methodology is invalid (not 1-4) or missing and RFMS corrects.	Verify that the corrected Payment Methodology is correct. If it is correct, no further action is necessary. If the Payment Methodology is incorrect, resubmit the origination record with the correct Payment Methodology.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
316	Invalid Number of Payment Periods / Correction Applied	Occurs when there is an invalid or missing number of payment periods and RFMS corrects. This field is only required if the school is on cash monitoring or reimbursement.	If the corrected number of Payment Periods is correct, no further action is necessary; otherwise, correct the number of Payment Periods and resubmit.	W
317	Invalid Cost Of Attendance/ Correction Applied	Occurs when there is an invalid or missing Cost of Attendance and RFMS corrects. RFMS will correct to the maximum COA for the award year.	Warning message, no further action is necessary unless corrected COA is too high. If this occurs, resubmit the record with the correct COA.	W
318	Invalid Enrollment Status/ Correction Applied	Occurs when there is invalid (not 1-5) or missing Enrollment status code and RFMS corrects. RFMS will also correct if the Payment Methodology and Academic Calendar indicate that the school uses Clock Hour or Credit hours without terms and enrollment status was submitted or if the school is a term based school and no enrollment status was submitted.	Verify that the correct Payment Methodology and Academic Calendar were used and then verify that the corrected enrollment status is correct. If it is correct, no further action is necessary. If it is not correct, correct the Payment Methodology, Academic Calendar, and enrollment status and resubmit.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
319	Invalid Weeks of inst. Time in program's definition of Academic Year / Correction Applied	Occurs when invalid or missing Weeks of Instruction is included and RFMS corrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term based program and this field is only populated by clock hour schools.	Verify that the Payment Methodology and Academic Calendar are correct and the RFMS correction is correct. If this is correct, no further action is necessary. If it is not correct, correct the Payment Methodology and Academic Calendar and Weeks of Instructional Time and resubmit.	W
320	Invalid Weeks of inst. Time used to calculate payment / Correction Applied	Occurs when invalid or missing Weeks of Instruction is included and RFMS corrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term based program and this field is only populated by clock hour schools.	Verify that the Payment Methodology and Academic Calendar are correct and the RFMS correction is correct. If this is correct, no further action is necessary. If it is not correct, correct the Payment Methodology and Academic Calendar and Weeks of Instructional Time and resubmit	W
321	Invalid Cr/Clock hrs in program's definition of academic year / Correction Applied	Occurs when Clock hours are invalid or missing and RFMS corrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term based program and this field is only populated by cr/clock hour schools.	Verify that the Payment Methodology and Academic Calendar are correct and the RFMS correction is correct. If this is correct, no further action is necessary. If it is not correct, correct the Payment Methodology and Academic Calendar and Cr/Clock Hours and resubmit.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
322	Invalid Cr/Clock hrs in all payment periods expected to complete this school year/ Correction Applied	Occurs when invalid or missing Clock hours are included and RFMS corrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term-based program. Only cr/clock hour schools populate this field.	Verify that the Payment Methodology and Academic Calendar are correct and the RFMS correction is correct. If this is correct, no further action is necessary. If it is not correct, correct the Payment Methodology and Academic Calendar and Cr/Clock Hours and resubmit.	W
323	Origination is 'Over Paid' and negative disbursement is expected	Occurs when a new origination record for a lower award amount is submitted and the amount already disbursed to the student exceeds the new award amount. School must submit negative disbursement within 30 days or RFMS will send a system generated negative disbursement.	Send a negative disbursement for the overpaid amount. In the future, when the award amount decreases, adjust the disbursement record not the origination record.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
324	Invalid Secondary Expected Family Contribution	Occurs when an invalid code is used, or the code used for the secondary EFC is used and there is no secondary EFC.	RFMS: Verify that there is a secondary EFC for the transaction number used on the Origination record. If there is not, resubmit the origination record with a BLANK space in the Secondary EFC field and the Secondary EFC Code. EDExpress: Resubmit the origination record with a BLANK in the Secondary EFC field and the Secondary EFC Code.	E

Disbursement

Edit Code	Message	What it Means	How to Fix It	Type
401	Invalid Origination ID (Not in Valid Format)	The origination ID is not formatted correctly or is missing data.	RFMS: Correct the Origination ID and resubmit the Disbursement record. EDExpress: Verify the disbursement record was created using the correct Origination ID. If not, delete disbursement record and recreate using the correct Origination ID.	E
402	Origination ID Does not match on RFMS	Occurs when the disbursement record is received before the origination or when there is a Reporting/Attending campus mismatch.	RFMS: Resubmit the Disbursement record after the origination record has been accepted. Verify before submitting that the proper Pell ID is in the Grant Batch Header record. EDExpress: Re-save the rejected disbursement record after receiving the Accepted Origination acknowledgement record. This will reset your disbursement status back to Ready so the record will export again.	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
403	Disbursement Reference Number Not Valid	Occurs when the disbursement reference number is repeated, no number is sent, or a number not 01-74 is sent.	Resubmit the Disbursement record with a new Disbursement Reference Number. Note: EDExpress will set rejected duplicates back to an Accepted status when importing the acknowledgement file.	E
404	Debit/Credit Indicator Flag Not Valid	A letter other than P or N is sent.	RFMS: Resubmit the Disbursement record with a P or N. EDExpress: Re-save the disbursement record so the status will reset back to Ready. If rejects again, contact CPS Customer Service.	E
405	Disbursement Amount Not Valid	Disbursement amount is not numeric.	RFMS: Resubmit the Disbursement record with a numeric amount. EDExpress: Re-save the disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
406	Disbursement Amount Is Not in range	The amount of the disbursement is not allowed because the origination award amount has been reached. The amount of the disbursement may be corrected to $0.00.	Verify, on the Origination record, the total award amount. If the amount is incorrect, verify that the Payment Methodology, Academic Calendar, COA, EFC and Attendance are correct and correct if necessary. Submit the corrected Origination record and then submit a new disbursement record with a new disbursement reference number.	W
407	Disbursement Date is Not Valid Date Format	A non-numeric date is sent.	RFMS: Resubmit the Disbursement record with a numeric date. EDExpress: Re-save the disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E
408	Disbursement Date is Not Valid for Processing Date or Not in valid Range	Institution has sent a date prior to 6/21/00 or a date over 30 days in advance of the batch creation date.	RFMS: Resubmit the Disbursement record with a corrected Disbursement date. EDExpress: Re-save the disbursement record so the status will reset back to Ready after verifying your system date is correct. If rejects again, contact CPS Customer Service.	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
409	Institution must submit special disbursement	The Institution is or was either on Reimbursement or Cash Monitoring.	RFMS**:** Resubmit as a Special Disbursement record. If the school is not on Reimbursement or Cash Monitoring contact the Pell Grant Hotline. EDExpress: If you are a Reimbursement or Cash Monitoring school first verify Pell Institution setup has a '3' entered for the Institutional Disbursement Option under the Reporting Campus Code. Next update your disbursement record with the additional Pay Period specific Special Info information. Export your updated data using the Special Disbursement Export record type (PGSP). Transmit your data to RFMS.	E
410	Potential Concurrent Enrollment	Multiple Reporting sent separately. A MRR was sent to the school in addition to this edit code.	Warning Message - review the MRR record for details concerning the other school(s) involved.	W
411	Potential Overaward Payment – Multiple Reporting sent separately	A MRR was sent to the school in addition to this edit code.	Warning Message - review the disbursement amount for changes and the MRR record for details concerning the other school(s) involved.	W

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
412	Negative disbursement cannot be accepted without a previous positive disbursement	A negative disbursement was sent although there is no positive disbursement on file.	RFMS: Resubmit the Disbursement record with a positive disbursement amount. EDExpress: Delete the negative disbursement record and recreate as a positive disbursement.	E
413	Insufficient negative disbursement amount. Negative disbursement is expected for difference amount.	An updated origination was sent that reduced the award to less than the amount already disbursed and the negative disbursement submitted was not enough to cover the negative disbursement.	Submit a new negative disbursement in the amount of the over payment. In the future do not send update origination records with lower award amounts, send new negative disbursements to adjust the award paid to the student.	W

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
414	Origination is in "Over Paid" status. Positive disbursement cannot be accepted.	A Just-in-Time school has submitted a disbursement for a record that is in Over-Paid status.	RFMS: Send a Negative Disbursement record for the over paid amount. In the future, do not adjust the award amount down by updating the Origination Award Amount; instead send a disbursement record to adjust the amount paid. EDExpress: Either update the positive disbursement record and make it a negative and resubmit it or delete the positive disbursement record from the disbursement tab.	E
415	Institution Status indicates the institution must submit a Special Disbursement Record	The institution's eligibility is expired.	Contact Pell Grant Hotline.	E
416	Negative disbursement adjusted to reflect accepted previous disbursement balance	A negative disbursement is changed for the lower amount already accepted on the disbursement record.	Warning Message - no further action is necessary.	W

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
417	Disbursement submitted after end of processing year and institution has not been granted administrative relief.	Disbursement sent after award-year deadline is rejected.	Contact Pell Grant Hotline concerning requesting Administrative Relief.	E
418	Origination indicates Verification Status 'W', disbursement adjusted to 50% of origination award amount.	Disbursement adjusted to 50% of origination award amount, due to Verification W status.	Update Verification Status code on the Origination record then submit a new disbursement record with a new disbursement reference number.	W
419	Origination indicates Verification Status 'W', only one disbursement allowed.	A second disbursement has been sent on a Verification Status 'W' record.	RFMS: Update Verification Status code on the Origination record then resubmit the Disbursement record. EDExpress: Update the Origination record and resubmit with a new verification status other than 'W'. Then re-save the rejected disbursement record to a Ready status and re-send to RFMS.	E
421	Disbursement generated after Verification Deadline Date	A disbursement was sent on a Verification 'W' record after the deadline for correcting Verification W has passed.	Update Verification Status code on the Origination record then submit a new Disbursement record.	E

Special Disbursement

Edit Code	Message	What it Means	How to Fix It	Type
501	Invalid Origination ID (Not in Valid Format)	The origination ID is not formatted correctly or is missing data.	RFMS: Correct the Origination ID and resubmit the Special Disbursement record. EDExpress: Verify the special disbursement record was created using the correct Origination ID. If not, delete the special disbursement record and recreate using the correct Origination ID.	E
502	Origination ID Does not match on RFMS	Occurs when the Special Disbursement record is received before the origination or when there is a Reporting/Attending campus mismatch.	RFMS: Resubmit the Disbursement record after the origination record has been accepted. Verify before submitting that the proper Pell ID is in the Grant Batch Header record. EDExpress: Verify the special disbursement record was created using the correct Origination ID. If not, delete the special disbursement record and recreate using the correct Origination ID.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
503	Disbursement Reference Number Not Valid	When the disbursement reference number is non-numeric, no number is sent or a number not 01-74 is sent.	RFMS: Resubmit the Special Disbursement record with a corrected Disbursement Reference Number. EDExpress: Verify that the reference number you have created is between 01 and 74. If it is, re-save the disbursement record to a Ready status and export again to RFMS. If you still receive a rejected record contact CPS Customer Service.	E
504	Disbursement with this reference number already exists (Duplicate Special Disbursement)	Occurs when the Disbursement Reference Number has already been used. This will cause the record to reject even if other information such as the amount, date or payment period have been changed.	Resubmit the Special Disbursement record with a new Disbursement Reference Number. Note: EDExpress will set rejected duplicates back to an Accepted status when importing the acknowledgement file.	E
505	Disbursement Amount Not Valid	Disbursement amount is not numeric.	RFMS: Resubmit the Special Disbursement record with a corrected Disbursement Amount. EDExpress: Re-save the disbursement record so the status will reset back to Ready. If rejects again, contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
506	Disbursement Amount Is Not in range	The amount of the disbursement is not allowed due to the Origination award amount. Also occurs because the Origination Award amount must be paid in equal payments determined by the number of payment periods submitted on the origination record.	Verify the Origination award amount is correct and the number of payment periods reported on the origination record was correct. If either of these fields are incorrect, correct the origination record and resubmit. Then, submit a new Special Disbursement record with a new disbursement reference number.	W
507	Debit/Credit Indicator Flag Not Valid	A letter other than P or N is sent.	RFMS: Resubmit the Special Disbursement record with a P or N. EDExpress: Re-save the special disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E
508	Disbursement Date is Not Valid Date Format	A non-numeric date was sent.	RFMS: Resubmit the Special Disbursement record with a numeric date. EDExpress: Re-save the special disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
509	Disbursement Date is Not Valid for Processing Date or Not in valid Range	Institution has sent a date prior to 6/21/00 or a future date. Schools under Cash Monitoring or Reimbursement must submit their Special Disbursement records indicating the date they paid the disbursement. No future dates are valid.	RFMS: Resubmit the Special Disbursement record with a valid date. EDExpress: Verify your system date is the current date. Re-save record so status goes back to Ready and resubmit special disbursement record.	E
510	Invalid Payment Period Start Date or not within valid range	An invalid date was sent.	RFMS: Resubmit the Special Disbursement record with a date between 20000101 and 20011231. EDExpress: Verify your system date is the current date and the date you have entered is correct. Re-save record so status goes back to Ready and resubmit special disbursement record. If rejects still occur contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
511	Invalid Payment Period End Date or not within valid range	An invalid end date was sent.	RFMS: Resubmit the Special Disbursement record with a date between 20000101 and 20011231. EDExpress: Verify your system date is the current date and the date you have entered is correct. Re-save record so status goes back to Ready and resubmit special disbursement record. If rejects still occur contact CPS Customer Service.	E
512	Payment Period End Date is prior to Payment Period start Date	The Payment Period end date sent is prior to the Payment Period start date.	Resubmit the Special Disbursement record with a date between 20000101 and 2001123.	W
513	Invalid Total Payment for Payment Period	An invalid or non-numeric amount was sent, or the Payment exceeded the amount allowed for the payment period.	Warning message – correction was applied. The payment was adjusted to the allowable amount.	W
514	Invalid Academic Calendar	An Academic Calendar was sent that was not 1-6.	Resubmit the Special Disbursement record with a valid Academic Calendar.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
515	Invalid Payment Methodology	An invalid Payment Methodology was sent that was not 1-6.	Resubmit the Special Disbursement record with a valid Payment Methodology.	W
516	Invalid Enrollment Status	An invalid Enrollment Status was sent that was not 1-5.	Warning message – correction was applied. If the correction is incorrect, resubmit the Special Disbursement record with the correct enrollment status.	W
517	Number of Payment Periods is less than the Payment Period Number on the last accepted disbursement	The Number of Payment Periods was missing or invalid (not 1-9) or was less then on the last accepted Special Disbursement record for this student.	Warning message – correction was applied. If the correction is incorrect, resubmit the Special Disbursement record with the correct number of Payment Periods.	W
518	Invalid Payment Period Number	Not in valid format or blank. The Payment Period Number was not 1-9 or was missing or non-numeric.	RFMS: Resubmit the Special Disbursement record with the correct Payment Period Number. EDExpress: Re-save the special disbursement record after updating the pay period number in the Pay Period Info Special Info grid so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
519	Invalid Cost Of Attendance	Not in valid format or blank, not in valid range. COA corrected to amount on Origination Record.	Warning Message – no further action is necessary.	W
520	Invalid Enrollment Status	If the payment methodology and academic calendar indicate a clock hour school and the enrollment status indicates a semester/trimester/quarter school, this is invalid.	Warning message – correction was applied. If the correction is incorrect, verify the payment methodology, academic calendar, and enrollment status are correct and resubmit the Special Disbursement record with the correction(s).	W
521	Invalid Weeks of Inst. Time in Program's definition of academic year	Occurs when data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message – correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Weeks of Instr Time and resubmit the Special Disbursement record.	W
522	Invalid Weeks of instructional time used to calculate payment	When data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message – correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Weeks of Instr Time and resubmit the Special Disbursement record.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
523	Invalid Cr/Clock hrs in program's definition of academic year	When data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message – correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Clock Hrs and resubmit the Special Disbursement record.	W
524	Invalid Cr/Clock hrs expected to complete in this Payment Period	When data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message - correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Clock Hours and resubmit the Special Disbursement record.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
525	Origination is in "Over Paid" status. Positive disbursement cannot be accepted	An updated origination record has placed the record in an Over Paid status and new positive disbursements can not be accepted.	RFMS: Submit a negative Special Disbursement record for the amount overpaid. In the future, do not adjust the award amount downward by updating the origination award amount. Adjust the Disbursement record instead. EDExpress: Verify that you have exported any negative disbursements created for this record and they have been acknowledged by RFMS. If you have created a negative special disbursement but have not exported it, transmit this data to RFMS before reducing your origination award amount.	E
526	Potential Concurrent Enrollment - Multiple Reporting sent separately	Two disbursements were received for the same student in 30 days from 2 or more schools, a MRR is also being sent to each involved school.	Warning Message – review the MRR record for details concerning the other school(s) involved.	W
527	Potential Overaward Payment - Multiple Reporting sent separately	The amount of disbursement created a POP record, a MRR is also being sent to each involved school.	Warning Message - review the MRR record for changes to the award amount and details concerning the other school(s) involved.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
528	Negative disbursement cannot be accepted without a previous positive disbursement	A negative disbursement was sent when there has been no positive disbursement.	RFMS: Correct the Special Disbursement to a positive amount and resubmit. EDExpress: Delete the negative special disbursement record and recreate as a positive special disbursement.	E
529	Insufficient negative disbursement amount Negative disbursement is expected for difference amount	An updated disbursement was sent in that indicated the disbursement paid to date over paid the student and the negative disbursement sent to correct the problem was not enough. An additional negative disbursement is necessary.	Submit an additional negative Special Disbursement record for the amount overpaid. In the future, do not adjust the award amount downward by updating the origination award amount. Adjust the Disbursement record instead.	W
530	Institution is ineligible to submit a positive disbursement for this Payment Period	The institution's eligibility is expired.	Contact the Pell Grant Hotline.	E
531	Disbursement Sent after end of processing year	Disbursement sent after award-year deadline is rejected.	Contact the Pell Grant Hotline about Administrative Relief.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
532	Origination indicates Verification Status 'W' disbursement adjusted to 50% of origination award amount	Disbursement adjusted down to 50% of origination award amount, due to Verification W status.	Update Verification Status code on the Origination record then submit a new Special Disbursement record with a new disbursement reference number.	W
533	Origination indicates Verification Status 'W' maximum allowable disbursement for this student is 50% of award	Origination record has Verification W status, the allowable disbursement is 50 % of the scheduled Pell Award or the Origination Award amount, whichever is less.	Update Verification Status code on the Origination record then submit a new Special Disbursement record with a new disbursement reference number.	W
534	Origination indicates Verification Status 'W' only one disbursement allowed	Origination record has Verification Status W, only one disbursement is allowed on records with Verification W status.	RFMS: Update Verification Status code on the Origination record then submit a new Special Disbursement record with a new disbursement reference number. EDExpress: Update the verification status on the origination record and resubmit it to RFMS. Once accepted, resubmit the rejected disbursement record by re-saving it on the disbursement tab. This will reset the status back to Ready so you can export the record again.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
535	Student is not eligible to receive additional disbursement due to regular disbursements that have been credited to the payment period	Occurs when the student has regular disbursements credited to the payment period which exceed the allowable amount for the payment period.	RFMS: Submit a new Special Disbursement record for a different payment period with a new Disbursement reference Number. EDExpress: Enter a different pay period number under the Pay Period Info Special Info grid. Re-save the data and set the status back to Ready. Export and transmit the updated data to RFMS.	E
536	Special Disbursement amount adjusted due to prior disbursement balance	Occurs when the student has regular disbursements credited to the payment period which when added to the disbursement amount on the Special Disbursement exceed the allowable amount for the payment period. The amount on the Special Disbursement is corrected to the remaining amount allowed for the payment period.	Warning message – correction applied. Verify the Special Disbursement record was submitted for the correct Payment Period. If it was not, submit a negative disbursement for the amount of the incorrect Special Disbursement record and submit new Special Disbursement record for the correct payment period and the correct disbursement amount.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
537	Payment Period Number is greater than the number of Payment Periods in the Student's School Year	Invalid payment period number submitted. The number submitted is greater than the total number of Payment Periods reported for the student.	RFMS: Verify the correct number of payment periods for the student. Submit a new origination record, if necessary, to correct the number of Payment Periods on the Origination Record. If the Origination record is correct, send a corrected Special Disbursement record with the corrected Payment Period Number. EDExpress: If the number of payment periods is incorrect, update this on the Origination record and resubmit the data to RFMS. Then, re-save the disbursement record to a Ready status and re-send. If the origination record is correct, then update the special disbursement record to the correct pay period number and re-save and export the data again.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
538	Disbursement generated received after verification deadline date	Occurs when a disbursement is received for a student with Verification W status after the deadline to correct the Verification Status.	RFMS: Send a new Origination record with an updated Verification Status. Then send a new Special Disbursement record. EDExpress Update the Origination record to a verification status other than 'W'. Resubmit to RFMS. Then re-save the rejected special disbursement record to a Ready status and re-send.	E
539	Negative disbursement adjusted to reflect accepted previous disbursement balance	Occurs when a negative disbursement for more than the amount disbursed for the student for the YTD and the amount is corrected.	Warning message – correction was applied and no further action is necessary.	W
540	CMO rejected this student for inadequate/ missing eligibility documentation/information		Contact the CMO for additional information about correcting this record.	E
541	CMO rejected this student for inadequate/missing fiscal documentation/information		Contact the CMO for additional information about correcting this record.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
542	CMO rejected this student for inadequate/missing award or disbursing documentation/ information		Contact the CMO for additional information about correcting this record.	E
543	CMO rejected this student for not meeting reporting requirements		Contact the CMO for additional information about correcting this record.	E
544	CMO rejected this student for failure to comply with requirements		Contact the CMO for additional information about correcting this record.	E
545	CMO rejected this student for inadequate or missing documentation		Contact the CMO for additional information about correcting this record.	E
550	Total funds disbursed for this payment period previously reported using a regular disbursement record not numeric.	Occurs when the field "Total Funds disbursed for this payment period previously using a regular disbursement record" is populated with a non-numeric character.	RFMS: Resubmit the Special Disbursement record with a numeric amount in the "Total Funds disbursed for this payment period previously using a regular disbursement record" field. EDExpress: Re-save the rejected special disbursement record and export again. If reject occurs again, contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
551	Total funds disbursed for this payment period previously reported using a regular disbursement record out of range	Occurs when "Total Funds disbursed for this payment period previously using a regular disbursement record" field has an amount that is greater than the Origination Award amount for the student.	RFMS: Resubmit the Special Disbursement record with corrected amount in the "Total Funds disbursed for this payment period previously using a regular disbursement record" field. EDExpress: Re-save the rejected special disbursement record and export again. If reject occurs again, contact CPS Customer Service.	E
552	Total funds disbursed for this payment period previously reported using a regular disbursement record exceeds amount of accepted regular disbursements.	Occurs when "Total Funds disbursed for this payment period previously using a regular disbursement record" field has an amount that is greater than the amount of accepted regular disbursements.	Resubmit the Special Disbursement record with corrected amount in the "Total Funds disbursed for this payment period previously using a regular disbursement record" field.	E

Data Request Edits

Edit Code	Message	What it Means	How to Fix It	Type
601	Invalid Attending Pell ID	Attending Pell ID is either missing or invalid.	RFMS: Resubmit data request with valid attending campus Pell ID. EDExpress: Verify your Reporting/Attended Campus codes are defined correctly in setup. If not, correct and export Data Request Record again.	E
602	Invalid Data Request Type	Invalid or missing Data Request Type: M, S, or Y.	RFMS: Resubmit data request with valid Date Request type. EDExpress: Contact CPS Customer Service.	E
603	Invalid Requested Output Media Type	Invalid output media type or type Output media type requested that the school is not certified for. Must submit BLANK or E.	RFMS: Resubmit data request with BLANK or E. EDExpress: Contact CPS Customer Service.	E
604	Invalid Pell Batch Number	Invalid Pell Batch Number requested for reprint.	RFMS: Not valid for 2000-2001. EDExpress: Verify you are requesting a batch that has been processed by RFMS. If it is a batch that you have batched but not transmitted then RFMS will not have on file to re-send.	E

Data Request Edits (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
605	Invalid Multiple Reporting Request Code 1	Invalid MRR code entered on Data request. Must submit O or D.	RFMS: Resubmit data request with O or D. EDExpress: Contact CPS Customer Service.	E
606	Invalid Multiple Reporting Request Code 2	Invalid MRR code entered on Data request. Must submit A, S, or I.	RFMS: Resubmit data request with A, S, or I. EDExpress: Contact CPS Customer Service.	E
607	Invalid MR Student ID	Invalid or incomplete Student ID entered on Data request for a specific student.	RFMS: Resubmit data request with corrected Student ID. EDExpress: Verify first that this is a record that has been processed by RFMS. If it has, contact CPS Customer Service.	E
608	Invalid MR Institution ID	Invalid Institution Pell ID entered on Data request that is requesting MRR records for a specific institution.	RFMS: Resubmit data request with the corrected institution Pell ID. EDExpress: Verify your Reporting/Attended Campus codes are defined correctly in setup. If not, correct and export Data Request Record again.	E

Data Request Edits (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
609	Requested/ Matching Data Not Found	No data found for Data Request.	No further action is necessary.	E
610	Student Not Originated at Requesting Institution	Student ID requested on MRR but not originated at requesting institution.	RFMS: Verify the correct student ID was entered, if correct, then school must submit origination for student prior to requesting MRR information. EDExpress: Verify you have an acknowledged Origination record on file before submitting this type of data request.	E

Institutional Data Record Edit Codes

Edit Code	Message	What it Means	How to Fix It	Type
701	Invalid Attending Pell ID	An invalid Pell ID number was submitted.	RFMS: Resubmit the Institutional Data Record with the correct attending campus Pell ID. EDExpress: Verify the Reporting Campus Code selected on the export dialog has the correct Attended Campus Pell ID defined in setup and export Institution Data record again.	E
702	Invalid State In Mailing Address	A missing or invalid State was submitted in the mailing address.	RFMS: Resubmit the Institutional Data Record with the corrected State in the mailing address. EDExpress: Verify the State code in setup is correct for the Reporting Institution and export Institution Data record again.	E
703	FAA Telephone Number Not Numeric	The telephone number contained blanks or non-numeric characters (such as a dash).	RFMS: Resubmit the Institutional Data Record with a corrected telephone number. EDExpress: Verify the telephone number is completed in setup and export Institution Data record again.	E

Institutional Date Record Edit Codes

Edit Code	Message	What it Means	How to Fix It	Type
704	FAA Fax Number Not Numeric	The fax number contained blanks or non-numeric characters (such as a dash).	RFMS: Resubmit the Institutional Data Record with a corrected Fax number. EDExpress: Verify the fax number is completed in setup and export Institution Data record again.	E
705	Invalid Institution Type	Institution type was not 1-5.	RFMS: Resubmit the Institutional Data Record with a corrected institution type. EDExpress: Verify the Institution Type is completed in setup and export Institution Data record again.	E
706	Invalid Financial Control Code	Financial control code is invalid.	RFMS: Resubmit the Institutional Data Record with a corrected Financial Control Code. EDExpress: Verify the Financial Control number is either 1, 2 or 3 in setup and export Institution Data record again.	E
707	Invalid Academic Year Code	Academic year code is invalid.	Resubmit the Institutional Data Record with award year 2001.	E

Institutional Data Record Edit Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
708	Invalid Weeks In Institution Academic Year	The number of weeks in the Academic year is invalid (payment Methodology and academic calendar indicate a term based school, not a clock hour school).	RFMS: Resubmit the Institutional Data Record with this field blank. EDExpress: Verify the information in setup is correct and export Institution Data record again.	E
709	Invalid Credit/Clock Hours In Institution Academic Year	The number of clock hours in the Academic year is invalid (payment Methodology and academic calendar indicate a term based school, not a clock hour school).	RFMS: Resubmit the Institutional Data Record with this field blank. EDExpress: Verify the information in setup is correct and export Institution Data record again.	E
710	No Input Data Or Data Matched Current Data	No data sent or data had no changes with data on file.	Warning message - no further action necessary.	W

Types:

- W= Warning
- E= Rejected

Electronic Statement of Account (ESOA) Record - Summary

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
92	102	Previous Payment Amount	Will always be blank for institutions on Advance Funding for the entire award year.
103	113	Total Payment Adjustment Amount	Will always be blank for institutions on Advance Funding for the entire award year.
114	124	Current Payment Amount	Will always be blank for institutions on Advance Funding for the entire award year.

Grant Batch Header Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	10	Header Identifier	Missing Batch Header – Reject Batch.
11	14	Data Record Length	If not equal to length for Message Class, then Reject Batch.
15	40	Batch Number	Valid Batch Type codes: #A - Statement of Account #D – Disbursements #E – Batch Errors #G – System Generated #I – Institution Data #M – Multiple Reporting #O – Originations #P – ED PDF Letters #R – Data Request #S – Special Disbursements #T – ASCII Text #Y – Year-to-Date If duplicate Batch No., then Reject Batch. If batch type does not agree with Message Class type, then reject batch. If #O, #R, or #I batch and received before system startup, then reject batch. If #D or #S and received more than N days prior to Award Year Start, then reject batch. If #D and required to send SP Disb., then reject batch. If Batch Award Year does not agree with Message Class award year, then reject. If Reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject batch. If date batch created is > system date, then reject batch.

Grant Batch Header Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
41	51	Grantee DUNS Number	If not blank and not equal to DUNS associated with Pell ID, then reject batch.
52	62	Financial Aid Servicer DUNS or Pell Assigned Number	Need decision of DUNS or Pell Grant Program assigned.
63	63	Output Media Type	EDExpress ignores.
64	68	ED Use	EDExpress PC software version number.
69	76	RFMS Process Date	Completed by RFMS as a result of processing the batch.
77	100	Batch Reject Reasons	Completed by RFMS as a result of Batch editing.

Origination Record Description

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	23	Origination ID	Identifier: If Origination ID matches on RFMS Database, then Compare all fields. If all fields match, then the record return as a duplicate, otherwise, it is a change. If the Origination ID does not match, then the Origination is new.
24	32	Original SSN	Identifier
33	34	Original Name Code	Identifier If SSN & Name Code do not match value in Origination ID, then reject the record.
35	40	Attending Campus PELL-ID	Identifier Change creates new origination record. If Attending Pell ID does not match value in Origination ID, then reject the record. If Attending Campus is not equal to Reporting Campus, then reject. If Attending Pell ID is not a branch of the Reporting Pell ID or Central Funded, then reject.
41	45	ED Use	
46	58	Institution Cross-Reference	Data for this field will not be included in the record from EDExpress.
59	59	Action Code	No Editing.
60	60	No. of Payment Periods in Student's school year	If not in range: If Academic Calendar = 2, then set to 3, **if** PM = 1 or 2 Otherwise set to 2. If Academic Calendar does not equal 2, then set to 2. For schools required to submit Special Disbursements, reporting must have a valid value.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
61	67	Award Amount for entire school year	Cannot exceed Total Payment Ceiling – award validation performed. Any change to origination data requires the Award Amount to be validated.
68	75	Estimated Disbursement Date #1	If Date not within range, then set approved value to system date.
76	83	Estimated Disbursement Date #2	If Date not within range, then set approved value to spaces.
84	91	Estimated Disbursement Date #3	See Estimated Disbursement Date #2.
92	99	Estimated Disbursement Date #4	See Estimated Disbursement Date #2.
100	107	Estimated Disbursement Date #5	See Estimated Disbursement Date #2.
108	115	Estimated Disbursement Date #6	See Estimated Disbursement Date #2.
116	123	Estimated Disbursement Date #7	See Estimated Disbursement Date #2.
124	131	Estimated Disbursement Date #8	See Estimated Disbursement Date #2.
132	139	Estimated Disbursement Date #9	See Estimated Disbursement Date #2.
140	147	Estimated Disbursement Date #10	See Estimated Disbursement Date #2.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
148	155	Estimated Disbursement Date #11	See Estimated Disbursement Date #2.
156	163	Estimated Disbursement Date #12	See Estimated Disbursement Date #2.
164	171	Estimated Disbursement Date #13	See Estimated Disbursement Date #2.
172	179	Estimated Disbursement Date #14	See Estimated Disbursement Date #2.
180	187	Estimated Disbursement Date #15	See Estimated Disbursement Date #2.
188	195	Enrollment Date	If blank or invalid, then set approved value to previous value or date reported Batch Number in Grant Header record.
196	196	Low Tuition and Fees Code	If invalid, then set approved value to previous value or BLANK.
197	197	Verification Status Code	Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If blank or invalid, then if selected by CPS, then set approved value to previous value or "W". ELSE, set approved value to "N".
198	198	Incarcerated Federal Pell Recipient Code	If invalid, then set approved value to previous value or BLANK.
199	200	Transaction Number	If BLANK or NO Match with eligible app. data, then reject record. Return last value reported on acknowledgement.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
201	205	Expected Family Contribution (EFC)	If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
206	206	Secondary Expected Family Contribution	If invalid, then set approved value to previous value or BLANK. If NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
207	207	Academic Calendar	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology: *From* 1 *to* 2, 3, 4, or 5 *From* 2, 3, or 4 *to* 1 or 5 *From* 5 *to* 2, 3, 4, or 6 *From* 6 *to* 1 or 5 If AC invalid or BLANK, then set accepted value to previous value or If Attending Pell ID default AC populated, then set accepted value to default. ELSE, If Reporting Pell ID default AC populated, then set accepted value to default. ELSE, If Payment Methodology = 4, then set accepted value to "5". ELSE, set accepted value to "3".

Origination Record Description (Continued)

Field Positions			
First	Last	Field Names	Processing Notes/Edit Descriptions
208	208	Payment Methodology	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation. Academic Calendar and Payment Methodology must be logically consistent. PM AC 1 2, 3, or 4 2 2, 3, or 4 3 1, 2, 3, or 4 4 5 or 6 5 1, 2, 3, 4, 5 or 6 If invalid or BLANK, then set accepted value to previous value or "3".
209	215	Cost of Attendance	Used in award amount validation. If invalid or BLANK, then set accepted value to previous value or "9999999".
216	216	Enrollment Status	Used in award amount validation. BLANK only if Payment Methodology is either Formula 4 or Formula 5 and Academic Calendar is 6. If PM does not equal 4: or if PM does not equal 5 and AC equals 6 and invalid or BLANK, then set accepted value to previous value or "1". ELSE if invalid, set accepted value to BLANK. If AC: 1, 2, 3, or 4 and Payment Methodology is 5 and Enrollment Status is reported as either Blank or a value other than 3 or 4, we must set the value equal to 3 and we must have a warning comment (W) go to the institution that says: Enrollment Status may never exceed half time when using Payment Methodology 5.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
217	218	Weeks of Instructional Time Used to Calculate Payment	Must be BLANK when using Payment Methodology 1.
			If invalid or out of range, then accepted value equal to previous value or equal to Weeks for Academic Year.
			If supplied and not needed for payment methodology, ignore.
			Used in award amount validation.
			See Payment Methodology for AC information that determines if the PM is 5B or 5A.
219	220	Weeks of Inst. Time in Program's Definition of Academic Year	Can be blank when using Payment Methodology 1. Can never be less than a previous field.
			If invalid or BLANK, then set accepted value to previous value or
			If Attending Pell ID default Weeks populated, then set accepted value to default.
			ELSE If Reporting Pell ID default Weeks populated, then set accepted value to default.
			If supplied and not needed for payment methodology, ignore.
			Used in award amount validation.
221	224	Cr/Clock Hours in all Pay Periods expected to Comp. this school year	Can be BLANK when using Payment Methodologies 1, 2, 3, & 5.
			If invalid or out of range, then accepted value equal to previous value or equal to Cr/Clock Hrs for Academic Year.
			If supplied and not needed for payment methodology, ignore.
			Used in award amount validation.
			Can never be blank if PM = 5 and AC = 6.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
225	228	Cr/Clock hrs in program's definition of academic year	Can be BLANK when using Payment Methodologies 1, 2, 3, and 5.
			If invalid or BLANK, then set accepted value to previous value or
			If Attending Pell ID default Hours populated, then set accepted value to default.
			ELSE, if Reporting Pell ID default hours populated, then set accepted value to default.
			ELSE, set accepted value to 900 if Academic Calendar =5 or set accepted value to 24 if Academic Calendar =6.
			If supplied and not needed for payment methodology, ignore.
			Used in award amount validation.
			Can never be less than previous field.
229	250	Reserved for expansion	

Note: A change to an Origination Record is supplied in this same format. Changes apply to the entire award period**.**

Grant Batch Trailer Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	10	Trailer Identifier	Missing Batch Trailer – Reject Batch.
			No Detail Records – Reject Batch.
11	14	Data Record Length	If not equal to Data Record Length on Header, then reject Batch.
15	40	Batch Number	If not equal to Batch Number on Header, then reject Batch.
41	46	Reported Number of Records	If not equal to count of detail records in batch, then return warning message.
47	57	Reported Total of Batch	If not equal to total of detail records in batch, then return warning message.

Origination Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	23	Origination ID	Identifier
24	32	Original SSN	Identifier
33	34	Original Name Code	Identifier
35	40	Attending Campus PELL-ID	Identifier
60	60	Accepted No. of Payment Periods in Student's school year	For schools required to submit special disbursements, must have a valid value.
197	197	Accepted Verification status flag	Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If blank or invalid, then If selected by CPS, then set approved value to previous value or "W". ELSE, set approved value to "N".

Institution Data Acknowledgement Record

Field Positions			
First	**Last**	**Field Names**	**Processing Notes/Edit Descriptions**
1	6	Pell-ID	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	7	Action Status	Completed by RFMS as a result of Batch editing.
8	31	Batch Reject Reasons	Completed by RFMS as a result of Batch editing.

Data Requests: Batch Replacement, Multiple Reporting, Statement of Account, YTD

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	6	Requesting Attending Campus Pell-ID	
7	7	Request type	
8	8	Requested Output Media Type	Cannot be blank for requests from the WEB.
9	34	Reserved for Future Use	
35	35	Multiple Reporting Request Code 1	
36	36	Multiple Reporting Request Code 2	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attending campus institution.
37	47	Student ID	Must be non-blank, MRR Code 2 equals S.
48	53	MR institution Pell-ID	Must be non-blank if MRR Code 2 equals I.
54	77	Origination ID	If Request Type is Y and the Origination ID is non-blank then the YTD will be generated for that Origination ID.
			If the Origination ID is not found or invalid, the request will be rejected.
78	100	Reserved for future use	

Data Request Acknowledgements: Batch Replacement, Multiple Reporting, Statement of Account, YTD

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
54	76	Origination ID	If Request Type is Y and the Origination ID is not blank and the User requested this field on their request. If the Origination ID is not found or invalid, the request will be rejected.
77	77	Action Code	For RFMS Use Only.

Multiple Reporting Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	2	Record Type	(Shared SAR ID cannot be checked by RFMS.)
381	385	ED Use Flags	(1st digit, Shared SAR ID cannot be checked by RFMS.)

Year-to-Date Record (Origination)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
2	24	Origination ID	Identifier.
25	33	Original SSN	Identifier.
34	35	Original Name Code	Identifier.
36	41	Attending Campus Pell-ID	Identifier. Change creates new origination record. Institution must change payment amounts for student at original attending campus as necessary.
47	59	Institution cross-reference	No editing.
60	60	Action Code	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attending Campus, and "R" for Action Code. All other fields shall be blank and no other records for the student will be enclosed in batch.
62	68	Accepted Award amount for entire school year	Cannot exceed Total Payment Ceiling for student award validation performed.
117	124	Accepted Estimated Disbursement Date #7	
198	198	Accepted Verification status flag	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if status remains W. Once a student is selected, he/she is always selected.
200	201	Accepted Transaction Number	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

Year-to-Date Record (Origination) (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
202	206	Accepted Expected Family Contribution (EFC)	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
208	208	Accepted Academic calendar	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology: *From* 1 *to* 2, 3, 4, or 5 *From* 2, 3, or 4 *to* 1 or 5 *From* 5 *to* 2, 3, 4 or 6 *From* 6 *to* 1 or 5
209	209	Accepted Payment Methodology	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation.
210	216	Accepted Cost of Attendance	Used in award amount validation.
218	219	Accepted Weeks of instructional time used to calculate payment	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Use in award amount validation.
220	221	Accepted Weeks of inst. time in program's definition of academic year	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Year-to-Date Record (Origination) (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
222	225	Accepted Cr/clock hrs in all pay periods expected to comp. this school year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
226	229	Accepted Cr/clock hrs in program's definition of academic year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Year-to-Date Record (Disbursement)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
2	24	Origination ID	Identifier
25	37	Institution cross-reference	No editing
39	40	Disbursement Reference Number	Identifier: 91-99 are Reserved for RFMS system generated disbursements.
49	56	Disbursement Date	Process Date must be within N days prior to disbursement date.
58	65	Payment Period Start Date	Field is populated when a Special Disbursement record is processed by RFMS.
66	73	Payment Period End Date	Field is populated when a Special Disbursement record is processed by RFMS.
74	74	Accepted No. of Payment Periods in Student's school year	Field is populated when a Special Disbursement record is processed by RFMS.
75	81	Accepted Total Payment for this Payment Period	Field is populated when a Special Disbursement record is processed by RFMS.
82	82	Accepted Academic calendar for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
83	83	Accepted Payment Methodology for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
84	90	Accepted Cost of Attendance for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.

Year-to-Date Record (Disbursement) (Continued)

Field Positions			
First	Last	Field Names	Processing Notes/Edit Descriptions
91	91	Accepted Enrollment status for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
92	93	Accepted weeks of instructional time used to calculate payment for this payment period. Accepted weeks of instructional time used to calculate payment for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
94	95	Accepted Weeks of instructional time in program's definition of academic year	Field is populated when a Special Disbursement record is processed by RFMS.
96	99	Accepted Cr/clock hours expected to complete in this Payment period	Field is populated when a Special Disbursement record is processed by RFMS.
100	103	Accepted Cr/clock hrs in program's definition of academic year	Field is populated when a Special Disbursement record is processed by RFMS.

Institution Data Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	6	Pell –ID	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	17	DUNS Number	Used to identify an institution that may be referenced by more than one Pell-ID.
18	52	Institution street mailing address – Line 1	BLANK if unchanged. May edit to determine change of ownership.
53	87	Institution street mailing address – Line 2	BLANK if unchanged.
88	112	Institution mailing city	BLANK if unchanged.
113	114	Institution mailing state	BLANK if unchanged.
115	123	Mailing Zip code.	BLANK if unchanged.
124	173	FAA Email Address	BLANK if unchanged.
174	203	Financial Aid Administrator (FAA) name	BLANK if unchanged. Will Updating Be Allowed?
204	217	FAA telephone number	BLANK if unchanged.
218	231	FAA fax number (Optional)	BLANK if unchanged.
232	232	Institution type	BLANK if unchanged.
233	233	Financial control	BLANK if unchanged.
234	234	Academic Calendar	BLANK if unchanged.

Institution Data Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
235	236	Weeks of inst. Time in program's definition of academic year	
237	240	Cr/Clock hrs in program's definition of academic year	BLANK if unchanged.

External Origination Add Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
24	32	Original SSN	Identifier
33	34	Original Name Code	Identifier
35	40	Attending Campus Pell-ID	Identifier Change creates new origination record.
46	58	Institution cross-reference	Data for this field will not be included in the record from EDExpress.
59	59	Action Code	No editing.
60	60	No. of Payment Periods in Student's school year	Change usually occurs with increase in award amount.
61	67	Award amount for entire school year	Cannot exceed eligible award amount for student award validation performed.
197	197	Verification Status Code	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. Once a student is selected, he/she is always selected.
199	200	Transaction number	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
201	205	Expected Family Contribution (EFC)	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
206	206	Secondary Expected Family Contribution	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

External Origination Add Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
207	207	Academic calendar	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount recalculation. If one of the following changes occurs and associated disbursements have been processed, a new active origination record is created. Payments for the previous origination will be set to zero. *From* 1 *to* 2, 3, 4, or 5 *From* 2, 3, or 4 *to* 1 or 5 *From* 5 *to* 2, 3, 4, or 6 *From* 6 *to* 1 or 5
208	208	Payment Methodology	The Payment Methodology dictates the data required for enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount recalculation.
209	215	Cost of Attendance	Used in award amount recalculation.
216	216	Enrollment Status	BLANK only if Payment Methodology is Formula 4. Used in award amount recalculation.
217	218	Weeks of instructional time used to calculate payment	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award year recalculation.
219	220	Weeks of instructional time in program's definition of academic year	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.

External Origination Add Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
221	224	Cr/Clock Hrs in all pay periods expected to comp. this school year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
225	228	Cr/clock hrs in program's definition of academic year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Note: A Change to an Origination record is supplied in this same format. Changes apply to the entire award period.

External Disbursement Add Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
24	36	Institution cross-reference	No editing.
37	37	Action Code	No editing.
38	39	Disbursement Reference Number	Identifier: 91-99 are Reserved for ED system generated disbursements.
48	55	Disbursement Date	Must be within N days prior of payment period start date.
56	56	Payment Period Number	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
57	64	Payment Period Start Date	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
65	72	Payment Period End Date	Field will be populated only when Payment Period date is desired. Only required on Special Disbursements.
73	73	No. of payment periods in Student's school year	Field will be populated only when Payment Period data is desired.
74	80	Total Payment for the Payment Period	Cannot exceed eligible award amount for student award recalculation. Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
81	81	Academic calendar for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.

External Disbursement Add Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
82	82	Payment Methodology for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
83	89	Cost of Attendance for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
90	90	Enrollment status for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
91	92	Weeks of instructional time used to calculate payment for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
93	94	Weeks of instructional time in program's definition of academic year	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
95	98	Cr/clock hrs expected to be completed in this Payment Period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
99	102	Cr/clock hrs in program's definition of academic year	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.

TIVWAN Transmission Header Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	5	TIVWAN Transmission Header ID	Missing Transmission Header – Reject Transmission.

TIVWAN Transmission Batch Header Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	5	TIVWAN Batch Header Identification Number	Missing Transmission Header – Reject Transmission.

TIVWAN Transmission Batch Trailer Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	5	TIVWAN Batch Trailer Identification Number	Missing Transmission Trailer – Reject Transmission. No Detail Records – Reject Transmission.

TIVWAN Transmission Trailer Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	5	TIVWAN Transmission Trailer ID	Missing Transmission Trailer – Reject Transmission. No Detail Records – Reject Transmission.

Disbursement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	Identifier.
			If Origination ID does not match on RFMS database, then reject record.
37	37	Action Code	No editing.
38	39	Disbursement Reference Number	Identifier:
			91-99 are Reserved for RFMS system generated disbursements.
			If number is equal to number associated with Origination ID, then reject record as duplicate.
40	40	Debit/Credit Indicator Flag	If first accepted disbursement, then must equal "P".
48	55	Disbursement Date	Process Date must be within N days prior to disbursement date.
			If date plus 30 days > system date, then send 30 day warning message.
			N may be different for Just In Time and Advance Funding Institutions.

Disbursement Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	23	Origination ID	Identifier.
38	39	Disbursement Reference number	Identifier: 91-99 are reserved for RFMS system generated disbursements.

Special Disbursement Record

Field Positions			
First	**Last**	**Field Names**	**Processing Notes/Edit Descriptions**
1	23	Origination ID	Identifier: If Origination ID does not match on RFMS database, then reject record.
24	36	Institution cross-reference	No editing.
37	37	Action Code	No editing.
38	39	Disbursement Reference Number	Identifier: 91-99 are reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.
40	46	Disbursement Amount	There may be more than one disbursement per payment period. Accumulated amount per payment period not to exceed Total Payment for the payment period. Reported Disbursement Amount may be adjusted downward by RFMS to avoid Potential Overaward Payment conflict with other institution(s) that have previously reported disbursements for the student. If not in valid format, i.e., non-numeric, then reject record.
47	47	Debit/Credit Indicator Flag	If the first disbursement, reject if "N".
48	55	Disbursement Date	N days represents the value established by the Department's Notice of Deadlines and may vary by award year. N days will be established separately for JIT and Advanced Funded institutions.
56	56	Payment Period Number	If not numeric or not in valid range, then reject record.

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
57	64	Payment Period Start Date	If not in valid range, then reject record.
65	72	Payment Period End Date	If End Date is less than Start Date, set Start Date to Start Date + 1 day.
73	73	No. of Payment Periods in Student's School Year	Must be less than or equal to the Origination Award and consistent with the attendance and cost information reported for the payment period.
74	80	Total Payment for the Payment Period	Cannot exceed Total Payment Ceiling - Award Validation performed.
81	81	Academic Calendar for this Payment Period	If blank, or not within valid range (1-6), then set = Academic Calendar on file on file on the Origination Record.
82	82	Payment Methodology for this payment period	If blank or not a valid value and the Origination PM is consistent with the accepted Academic Calendar value for the payment period, RFMS will set PM to Origination PM. If the Origination PM is not consistent with the accepted Academic Calendar value for this payment period, RFMS will set PM = 3, when accepted Academic Calendar = 1, 2, 3, or 4; and will set PM = 4 if accepted Academic Calendar = 5 or 6.
83	89	Cost of Attendance for this payment period	If missing or invalid, then set accepted value to origination value.

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
90	90	Enrollment status for this payment period	If the accepted AC is 1, 2, 3, or 4 and the PM is not 5, and Enrollment Status is valid, set the accepted value to the reported value.
			If the enrollment status is not valid, set it to 1.
			If the accepted AC is 1, 2, 3, or 4, and the PM is 5 and the Enrollment Status is 3 or 4, set the accepted value to the reported value.
			If the Enrollment Status is not 3 or 4, set it to 3.
			If AC = 5 or 6 and not BLANK, set = BLANK.
91	92	Weeks of instructional time used to calculate payment for this payment period	If invalid, then set accepted value to origination value.
			If PM is 1 and value not blank set accepted value to blank.
			If PM is 2 and weeks is not 00 – 29, set accepted value to 29.
			If PM is 3, 4, or 5 and value reported is not within range or value reported exceeds the accepted value for Weeks of Instructional Time in student's educational program's definition of academic year, set = to accepted value for Weeks of Instructional Time in student's educational program's definition of academic year (Federal Pell Grant program does not disburse funds for more than one academic year within an award year).
			If none of the above, then set the accepted value to the reported value.

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
93	94	Weeks of instructional time in student's educational program's definition of academic year	If PM = 1 and weeks is blank, set accepted value to the reported value.
			If PM = 2, 3, 4, or 5 and weeks is 30 to 78, set accepted value to the report value.
			If PM = 1 and weeks is not blank, set the accepted value to blank.
			If PM = 2, 3, 4 or 5 and weeks is not 30 to 78, set accepted value to 30.
95	98	Cr/clock hrs expected to comp. for this Payment period.	If invalid, set to accepted value of credit/clock hours using academic years.
			If hours are not blank and AC is 1,2,3 or 4, set the accepted value to blank.
			If hours are invalid, which includes:
			a. Academic Calendar = 5 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year)
			Set accepted value to accepted value in programs definition of academic year
			b. Academic Calendar = 6 and PM = 4 (<0000 OR > accepted value in programs definition of academic year
			Set accepted value to accepted value in programs definition of academic year.
			c. Academic Calendar = 5 and PM = 5 (<0000 OR > ½ of accepted value in programs definition of academic year
			Set accepted value to ½ of accepted value in programs definition of academic year.
			d. Academic Calendar = 6 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year.
			Otherwise, set the accepted value to the reported value.

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
99	102	Cr/clock hrs in program's definition of academic year	If AC = 1, 2, 3, or 4 and not Blank, set = Blank. If AC = 5, or 6 and not in valid range, set = minimum valid range; for example, AC = 5, set = 0900; AC = 6, set = 0024.
103	109	Total funds disbursed for this payment period previously reported using a regular disbursement record	Must be less than or equal to total disbursements received for student. If blank or not in range or in excess of total disbursements received for student, then reject record.

Special Disbursement Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	**Last**		
1	23	Origination ID	Identifier
24	36	Institution cross-reference	No editing
38	39	Disbursement Reference Number	Identifier: 91-99 are reserved for RFMS system generated disbursements.
83	89	Accepted Cost of Attendance for this payment period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
90	90	Accepted Enrollment Status for this Payment Period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
91	92	Accepted Weeks of Instructional time used to Calculate Payment for This Payment Period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
93	94	Accepted Weeks of inst. Time in program's definition of academic year	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
95	98	Accepted Cr/clock hrs expected to comp. for this Payment Period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.

Special Disbursement Acknowledgement Record (Continued)

Field Positions			
First	**Last**	**Field Names**	**Processing Notes/Edit Descriptions**
99	102	Accepted Cr/clock hrs in program's definition of academic year	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
193	202	ED Use Flags	(1st digit, Shared SAR ID cannot be checked by RFMS.)